State Training Center

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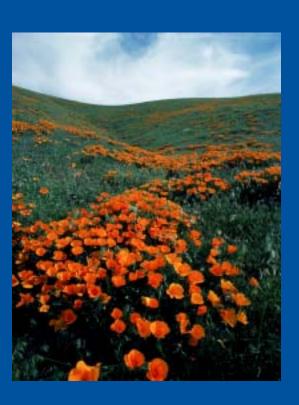
www.dpa.ca.gov





My SkillSource

Self-Paced, Web-Based Training



State Training Center
State of California
Department of Personnel Administration

My SkillSource

Conserve your training dollars!

Now with the State Training Center's *My SkillSource* e-learning program you can purchase just <u>one</u> library or as many libraries as you need at any time. Your staff's time begins when you purchase their specific license. This allows all staff to utilize the full one year subscription.

What is My SkillSource?

- An on-line, self-paced, stand-alone, web-based training resource
- Dynamic, cutting edge, professional development training right at your desktop anytime, anywhere!

Features and benefits?

- Reduces training costs and time
- 24 hour access from your desktop anywhere you are connected to the Internet
- Engaging and effective professional training
- Enables employees to conveniently learn at their own pace in the office or at home
- Easily supports staff in the field offices or other remote locations statewide
- Convenient and easy to use
- Technical support available 24 hours a day, 7 days a week
- Very competitively priced

Who can use My SkillSource?

Any government professional seeking to improve his/her effectiveness of skills including Management, Business Writing, Communication, Project Management, Delegation, Team Building, Leadership and more.

What is the packaging and pricing for the *My SkillSource* program?

My SkillSource offers seven (7) distinct libraries to choose from. Within these libraries are a total of 117 separate courses. A student's library subscription includes unlimited access to courses and reference within the purchased library for one full year! The following list identifies the libraries offered, number of course(s) in each and their respective cost:

- Finance, 2 courses, \$110
- Interactive Management, 7 courses, \$150
- Project Management, 11 courses, \$70
- Business Performance Support, 59 courses, \$50
- Workplace Safety, 36 courses, \$50
- Situational Leadership, 1 course, \$90
- High Performance Management, 1 course, \$100

Also, prepackaged combinations of libraries are available at discounted prices.

Please see the included insert for specific course descriptions within each library or visit us at our website at www.dpa.ca.gov

My SkillSource Library Titles and Courses

High Performance Management Library, 1 course, 8 hours, \$100

Audience: New managers making the transition from individual contributorship to management. Appropriate for managers with 1-2 years of experience.

Library includes the following courses:

High Performance Management

Interactive Management Series Library, 7 courses, 32+ hours, \$150

Audience: The library is designed for managers who need focused development in specific areas. It is appropriate for managers with 2-10 years of experience.

Library includes the following courses:

Coaching Managing Across Difference

Realizing Change Managing for Creativity and Innovation

Service Success Teams That Work

Virtual Teams

Finance Library, 2 courses, 10 hours, \$110

Audience: Junior or Intermediate Finance Staff; Business Managers responsible for

budgets or cost-centers. Library includes the following courses: Finance for Managers Financial Accounting

Workplace Safety Library, 36 courses, 150+ hours, \$50

Audience: Any employee that requires awareness of workplace safety policy and

OSHA compliance. Library includes the following courses:

AIDS in the Workplace Americans with Disabilities

Asbestos Basic First Aid

Basic Respiratory Bloodborne Pathogens

Compressed Gas

Confined Space - Entry Level Confined Spaces Lead Awareness

Crane and Rigging Safety

Driver Safety

Electrical Safety

CriticalitySafety

Drug-Free Workplace

Emergency Response

Environmental Management Excavation, Trenching & Shoring Safety

Fall Protection Fire Safety

Hand and Power Tools
Hearing Conservation
Heat and Cold Stress
Hot Work
Laboratory Safety & Awareness
Hazard Communication
Heat and Cold Stress
Industrial Ergonomics
Lead Awareness

Lockout/Tag out Ceau Awareness

Lockout/Tag out Ceau Awareness

Lockout/Tag out Ceau Awareness

Personal Protective Equipment Process Safety Management Awareness

-See Other Side For More Libraries-

Scaffold Safety Sexual Harassment
Slips, Trips and Falls Traffic Control (Flagger)

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Violence in the Workplace

Business Performance Support Library, 59 courses, 100+ hours, \$50

Audience: Busy Managers who need focused, relevant information. Also appropriate for Customer Service Reps, employees seeking management development skills, or any employee needing professional development resources.

Library includes the following courses:

Assessing Performance Capitalizing on Change

Coaching Delegating

Finance Essentials Focusing on Your Customer

Giving and Receiving Feedback Hiring

Keeping Teams on Target Leading a Team
Leading and Motivating Making a Presentation

Managing Difficult Interactions Managing for Creativity and Innovation

Managing Upward Managing Your Time
Negotiating Preparing a Business Plan

Project Management Running a Meeting

Setting Goals Solving Business Problems

Working with a Virtual Team Writing for Business

Applying Leadership Basics Basics of Effective Communication
Basics of Effective Selling Building Strong Customer Relationships

Conducting Performance Reviews
Creating a Strong LeadershipTeam

Developing a Strategic Plan

Disciplining and Redirecting Employees

Intercultural Business Etiquette Leading Effective Meetings Managing a Virtual Office

Managing Projects Motivating Employees

Presentation Skills

Preventing Sexual Harassment for Leaders

Qualifying Sales Prospects
Recognizing and Managing Anger
Setting Performance Goals & Expectations

Telephone Sales Skills

Understanding & Using Contracts

Discharging Employees

Conflict Intervention

Delegating

Financial Basics for Non-Financial Mgrs

Interviewing Job Candidates Leading Effective Teams Managing Change

Managing Stress

Personal Financial Planning

Preventing Sexual Harassment for Empl.

Providing Effective Feedback
Recognizing and Avoiding Burnout
Recognizing Employee Performance

Solving Problems as a Team

Time Management

Project Management Library, 11 courses, 38+ hours, \$70

Audience: Any employee that has Project Management responsibilities.

Library includes the following courses:

Project Management Fundamentals, Part I
Project Closeout Management
Project Cost Management
Project Cost Management
Project Cost Management
Project Human Resource Management

Project Integration Management
Project Risk Management
Project Risk Management
Project Scope Management

Project Time Management

Situational Leadership® Library, 1 course, 8 hours, \$90

Audience: Appropriate for managers of all levels.

Library includes the following course: Situational Leadership®